



## Baltimore City Department of Human Resources

Elliott L. Wheelan, Director of Human Resources

Martin O' Malley, Mayor

**EXAMINATION FOR:** MAINTENANCE COORDINATOR (PROMOTION)

**SALARY:** \$27,492 – \$33,247

**GRADE:** 85

**CLOSING DATE:** March 28, 2003 is the last day to file an application.

**POSITION:** A Maintenance Coordinator evaluates requests, schedules and inspects repairs for building, electrical or mechanical maintenance, construction and repair work.

The eligible list may be used to promote persons as vacancies arise.

**MINIMUM QUALIFICATIONS:** On or before the date of filing the application, eligible City employees must:

Have a valid Maryland Class C Noncommercial driver's license or an equivalent out-of-state driver's license acceptable to the Office of Risk Management;

AND

Have graduated from an accredited high school or possess a GED certificate;

AND

Have four years of experience in maintenance, repair or construction of buildings, electrical systems or mechanical systems.

Six months of additional experience in maintenance, repair or construction work may be substituted for each year of the high school or GED requirement.

Completion of one year of the required course work in a building trades curriculum in an accredited high school or vocational school may be substituted for six months of the experience requirement.

**NOTE:** YOUR LICENSE MUST BE RECORDED ON YOUR APPLICATION AND WILL BE VERIFIED BY THE APPOINTING AUTHORITY. PROVISIONAL DRIVER'S LICENSES AND LEARNER'S PERMITS ARE NOT ACCEPTABLE.

**SELECTION PROCESS:** Only classified City employees who indicate the minimum qualifications on their applications and have successfully completed a probationary period on or before the day of filing an application will be placed on the eligible list without further examination. The license, training and experience of each candidate will be evaluated for appropriateness and quantity. It is essential, therefore, that you give complete and accurate information on your application. Vagueness or omission may prevent you from being considered for the position. Qualified candidates will not be listed in rank order.

53190 (111202) 85 U (3) Q  
KMT/mk POSTED: 3/17/03

Apply to: Baltimore City Department of Human Resources • 201 East Baltimore Street • Suite 100 • Baltimore, Maryland 21202 • (410) 396-3860

For additional job opportunities information, call (410) 545-3875

For the Hearing impaired: TTY 396-4930

**An Equal Opportunity Employer**

[www.baltimorecity.gov](http://www.baltimorecity.gov)

(see reverse side)

**APPLICATIONS:** Applications may be obtained by mail or in person from the Baltimore City Department of Human Resources, 201 East Baltimore Street, Suite 100, Baltimore, Maryland 21202.

**PHYSICAL EXAMINATION:** Eligible candidates must pass a job-related physical examination administered by the City.

**TESTING FOR DRUGS:** Effective October 1, 1994, the City's pre-employment physical examination for all applicants will include substance abuse testing. Substance abuse testing shall also be required prior to promotion to a sensitive job classification.

**ELIGIBILITY:** Qualified candidates will be considered for vacancies as they arise, for a period of at least one year. The decision of the Director of Human Resources with respect to acceptable minimum qualifications is final.

**SERVICE FEE:** City employees who are represented by a union will be required to become union members or to pay a service fee as a condition of continuing employment after completion of a probationary period.



Baltimore City  
Department of Human Resources  
201 East Baltimore Street  
Suite 100  
Baltimore, Maryland 21202